



Date Received: _____ Fee Paid: \$ _____
Pre Application Meeting Date/Time: _____ / _____
Planner Assigned: _____

PRE-APPLICATION CONFERENCE
with the Technical Committee
Department of Planning and Community Development

NOTICE: Pre Application Materials delivered by courier or by mail **will not be accepted.**

Proposed Title: _____

Description of Proposal: (Include proposed square footage, use, type of construction) _____

Applicant:

Name Phone No.

Address City State Zip

Property Owner: (list multiple owners separately)

Name Phone No.

Address City State Zip

Contact Person (list if not the same as applicant)

Name Phone No. Fax No.

Address City State Zip

Location of Proposal:

Site Address: _____ Cross Street: _____

Parcel Number(s): _____

Lot Number: _____ Total Acreage: _____ Zoning: _____

Range _____ Township _____ Section _____ ¼ Section _____

Authorization:

The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge. I have read the City of Redmond's "Purpose of the Pre-Application Conference" statement contained as part of this application.

Name Date

For staff use only

PRE-APPLICATION REVIEW

A pre-application conference with the **Technical Committee** is strongly encouraged before submitting application for projects which involve the platting of property (such as short plats and subdivisions), construction of multifamily or attached housing, and new commercial or additions to existing commercial construction. There is a fee for a pre-application conference that will be applied toward the land use application fee **if the land use permit is filed with the City within 90 days** of the pre-application meeting. Please see the most recent fee schedule for the applicable fee. There is an additional pre-application fee for a separate pre-application meeting before the City's **Design Review Board**. (See Pre-Application Conference with the Design Review Board application and instructions.)

PURPOSE OF THE PRE-APPLICATION CONFERENCE

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems and to expedite the processing of development applications. These pre-application conferences are informal and provide a one-stop meeting with City departments responsible for development review. City representatives will describe the type of application necessary, the review process, and applicable development regulations. The pre-application conference may also identify issues and concerns wherever noted. It is not meant to be a detailed review of proposed plans or ideas.

Please be aware that any communication or checklists provided to you at this meeting do not imply approval or conditional approval of the pending application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design. Many of the City's applications are subject to review and discretion of other City bodies such as the Design Review Board, City Council, and Technical Committee. Therefore, suggestions in design direction by the members present in this meeting are difficult to make, and additional, unforeseen conditions or requirements may arise during the formal review process by other bodies.

APPLICATION PROCEDURES

To schedule a Technical Committee Pre-Application Meeting, submit to the City's Permit Center the following:

- Completed PRE-APPLICATION FORM and
- **Seven (7)** copies of the Preliminary Site Plan.
- **Seven (7)** copies of a written narrative or one (1) set of photographs (optional)
- **Seven (7)** copies of a list of questions for staff (optional)
- **Seven (7)** copies of all other documents that are submitted with the application

Pre-application conferences are held each Thursday afternoon at City Hall and are limited to only three agenda items per meeting. A copy of the agenda to confirm your placement on the agenda will be mailed to the contact person listed on the pre-application conference form. It may be helpful to bring with you to the meeting any professional staff who will be assisting with the project, such as an architect or engineer. Unless a subsequent application for the proposal is submitted within one year of the pre-application conference a new conference will be recommended.

For complex projects it may be helpful to provide a short written narrative describing in detail the proposed development, including uses, and how it will comply with the applicable review criteria. This narrative should also discuss how necessary services/facilities are, or will be available to serve the proposed development.

Preliminary Site Plans, if submitted on sheets larger than 8 ½" x 11", need to be file folded **plus** seven (7) copies of a reduced plan to 8 ½" x 11" must be submitted. Dimensions may be approximated; however, the more accurate and complete the information provided the better and more specific the information that staff can provide. The following items are guidelines for the preparation of the Preliminary Site Plan:

- a) Applicant's name, address, and phone number.
- b) North arrow, scale and date.
- c) Dimensions of the parcel(s).
- d) Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
- e) Location and width of existing and proposed easements for access, drainage, utilities, etc.; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
- f) Proposed street right-of-way dedication (if applicable).
- g) Proposed phasing (if applicable).
- h) Any watercourse (stream, drainage, etc.) on or adjacent to the site.
- i) All Sensitive Areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site.
- j) Location of all fire hydrants within 500 feet of the property.
- k) Location of all utility poles, streetlights, etc., in the public right-of-way adjacent to the site.
- l) General location of significant trees (6" or greater in diameter at breast height and in good health).